



TOWN OF BERLIN PARK RESERVATION FORM



THIS FORM MUST BE COMPLETED AND DELIVERED TO TOWN HALL WITH DEPOSIT IN ORDER TO CONFIRM RESERVATION. NO VERBAL RESERVATIONS WILL BE ACCEPTED.

TODAY'S DATE: _____ EVENT/ACTIVITY DATE: _____ TIME FROM: _____ TO: _____

Anticipated # of attendees _____

NAME: _____ ADDRESS: _____

PHONE: _____ EMAIL: _____

ORGANIZATION: _____
(IF APPLICABLE)

WILL EVENT INVOLVE SALE OF GOODS OR SERVICES: ☐ YES ☐ NO
If yes, Business Use of Park Application must be completed and approved by the Mayor and Council. Form must be submitted no less than 60 days prior to the event.

DESCRIPTION OF EVENT/ACTIVITY: _____

FACILITY REQUESTED-Check all that apply

<input type="checkbox"/> Dr. William Edward Henry Park, Flower Street: Full Use _____ Partial Use _____			Water needed? (hose bib turned on only by request) <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Pavilion Deposit of \$50.00 per day required	<input type="checkbox"/> Basketball Courts #1 _____ #2 _____ #3 _____	<input type="checkbox"/> Picnic Tables # needed _____	<input type="checkbox"/> Play Equipment
<input type="checkbox"/> Stephen Decatur Park, Tripoli Street: Full Use _____ Partial Use _____			Water needed? (hose bib turned on only by request) <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Pavilion Deposit of \$50.00 per day required	<input type="checkbox"/> Tennis Courts #1 _____ #2 _____ #3 _____ 4 _____	<input type="checkbox"/> Picnic Tables # needed _____	<input type="checkbox"/> Play Equipment

Notes/Comments: _____

FEES:

ELECTRIC: <input type="checkbox"/> YES <input type="checkbox"/> NO Electric fee will be \$10.00 per day.	Pavilion: \$50 X ____ (# of days) = _____ Electric: \$10 X ____ (# of days) = _____	Total Due: _____ Note Deposit of \$25.00 will be returned to user if park is left in good condition after use.
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I, the undersigned have been provided with a copy of the Park rules and regulations and I understand that I must adhere to the same rules. If I fail to adhere to the Park rules and regulations, the Town of Berlin reserves the right to refuse to reserve the park in my name in the future. Deposits for use of the pavilion and electric must be paid at time of reservation or date will not be held. I am responsible for collection and removal of all trash associated with my event. I understand that vehicles are not permitted in the parks beyond the parking lots. NO EXCEPTIONS.

Signature: _____ Date: _____

Office Use:

Clerk: _____ Deposit Pd: \$ _____ Date: \$ _____

Refund: ☐ YES ☐ NO

Date: _____

PO #: _____